

## Risk Assessment Form – COVID 19

<b>Task being risk assessed: September Re-Opening 2020</b> The DfE requires educational establishments to adopt its numbered system of control measures. Measures 1 to 5 must always be in place; measure 6 applies in specific circumstances; and measures 7 to 9 must be followed in every case where infections occur in schools/colleges. (V4)			<b>Assessment date:</b> 31st August 2020		<b>Review date:</b> Reviewed on a weekly basis. (see review section)		
<b>Brief description of activity:</b> September Opening – key protective measures in place at the RSFC (Rochdale Sixth Form College) to deliver the nine essential control measures identified by Public Health England.			<b>Prepared by:</b> J Roddy- Operations Manager		<b>Approved by:</b> R Ronksley – Principal/CEO Senior Leadership Team S Kirk – NEU Representative H Howarth – Health & Safety Consultant All staff		
Essential controls identified by the Public Health England.	Who might be harmed and how? <small>e.g. staff, students' visitors etc bruises, muscle strain, fracture, etc</small>	Actions taken by the college to minimise risk.	Risk Level <small>After control measures</small>	What further action is necessary? <small>Only if necessary, realistic, and achievable</small>	Action by whom?	Action by when?	Completed
<b>Measure 1.</b>							
<b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID 19) symptoms, or who have someone else in their household who does, do not attend the college.</b>	Staff, students, and visitors.	<ul style="list-style-type: none"> <li>The college will follow government shielding guidance.</li> <li>Vulnerable staff or students will work from home where this is possible, or an individual risk assessment will be carried out to ensure all control measures are in place.</li> <li>Anyone with symptoms must remain at home and arrange a test immediately.</li> <li>If positive they must self-isolate for 10 days from testing positive.</li> <li>Everyone in their household needs to self-isolate for 14 days.</li> <li>Test and Trace will contact people whom they feel need to self-isolate. This will only be individuals who the</li> </ul>					

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		<p>person lives with or has been in close proximity to for a period.</p> <ul style="list-style-type: none"> <li>• If a member of staff or student lives with someone that has tested positive, then they must self-isolate for 14 days since they were last in close proximity with that individual.</li> <li>• You do not need to self-isolate if your test is negative, as long as everyone you live with who has symptoms tests negative, everyone you in your support bubble who has symptoms tests negative or you were not told to self-isolate for 14 days by NHS Test and Trace.</li> <li>• Any member of staff or student member feeling unwell with symptoms will go home immediately and have a test. They must inform the college immediately once the results are back. If the test comes back negative, the member of staff can return to college (as long as others they live with are not positive). If the test is positive, details will be given to test and trace who will contact the relevant people to inform them that they need to self-isolate.</li> <li>• A student or member of staff with symptom's waiting collection will be isolated and kept 2m from the supervising staff member in the first aid room. PPE will be worn by the first aider.</li> <li>• If the individual uses the toilet, it will be thoroughly disinfected by cleaning staff before being used again.</li> <li>• All staff and students must wash their hands thoroughly for 20 seconds with soap and running water or use sanitiser after any contact with someone who is unwell. The area around the person with the symptom's will be cleaned with disinfectant.</li> <li>• All staff and students will be reminded of the procedures in place via briefings and the information sheet. They will be regularly reminded throughout the term.</li> <li>• Risk assessment placed on the website and VLE.</li> <li>• Regular communication with staff, students, parents, and official groups such as unions, JCC, Trust Board etc.</li> <li>• Line managers to be in regular contact with staff.</li> </ul>					
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		<ul style="list-style-type: none"> <li>• Staff and students regularly signposted to well-being groups.</li> <li>• College counsellor on site to give support and guidance.</li> <li>• Designated safeguarding lead available always.</li> <li>• Remote learning will be in place for any student or member of staff that cannot attend college due to self-isolating.</li> </ul>					
<b>Measure 2.</b>							
<b>Clean hands thoroughly more often than usual.</b>	Staff, students, and visitors.	<ul style="list-style-type: none"> <li>• All staff and students will sanitise their hands on entering and leaving the college and before and after each lesson, break and lunch times. Sanitiser will be positioned in all areas of the college and be replenished when needed by the site team. Cleaning staff will also check this is in place when cleaning rooms.</li> <li>• Sufficient time will be allocated for staff and students to clean their hands.</li> <li>• All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal. Posters will be displayed around the college to remind all.</li> <li>• Students will be reminded about control measures in place within tutorials. Teachers will also remind at the start and finish of each lesson.</li> <li>• Site team will carry out scheduled checks on the toilets to ensure that soap is adequately stocked, and they are clean.</li> <li>• Good stock levels of PPE will be monitored, ordered, and stored.</li> </ul>					
<b>Measure 3.</b>							
<b>Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach.</b>	Staff, students, and visitors.	<ul style="list-style-type: none"> <li>• Posters will be displayed around the college to remind students and staff.</li> <li>• Pull up banner will be displayed at the student entrance.</li> <li>• Bespoke banners to be made promoting approach.</li> <li>• TV screens will promote good hygiene.</li> </ul>					

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		<ul style="list-style-type: none"> <li>• Tissues will be placed in all locations.</li> <li>• Face masks or coverings will be worn by all staff and students when moving around corridors and communal areas.</li> <li>• Face masks or face coverings will be removed in lesson and all will follow classroom procedures which include wiping desks, chairs, equipment on arrival/departure and disposing of used tissues correctly.</li> <li>• Guidance will be made available for staff and students via posters, staff briefings and tutorials on the correct way to put on, remove, store, and dispose of face masks or face coverings.</li> <li>• Staff and students will be asked to place masks in a sealed plastic bag and store away when not in use. A stock of plastic bags and masks will be available at the main reception for students or staff that have forgotten their own.</li> <li>• If a member of staff or student sneezes they will be reminded to sanitise immediately.</li> <li>• All classrooms, social spaces and corridors will have adequate bins which will be emptied and sanitised on a scheduled basis by the cleaning staff.</li> <li>• All doors will be kept open to aid ventilation.</li> <li>• Air conditioning has been serviced and will be in operation bringing fresh air from outside into the building.</li> <li>• All students and staff must wear face coverings when travelling on public transport or attending public places. A PPE bin will be located at all entrances for students and staff to discard masks if they wish to reapply a new one. The bin will be emptied by site staff wearing appropriate PPE.</li> <li>• If used masks are found on the grounds a member of the cleaning or site team will remove them wearing appropriate PPE. Staff and students will be reminded of this control measure through briefings and information sheet provided.</li> <li>• A stock of masks will be in place for any student or member of staff requiring one to travel on public transport.</li> </ul>					
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**Measure 4.**

<p><b>Introduce enhanced cleaning, including cleaning frequently touch surfaces often, using standard products such as detergents and bleach.</b></p>	<p>Staff, students, and visitors.</p>	<ul style="list-style-type: none"> <li>• Cleaning arrangements have been extended to cope with increased numbers of staff and students.</li> <li>• All rooms will be cleaned and ready for the start of each day.</li> <li>• All rooms will be provided with tissues, hand sanitiser and antibacterial wipes.</li> <li>• Students and staff will use wipes to clean keyboards, mouse, desk, and chair when entering the room and again when leaving.</li> <li>• Arrangements in place to deal with limiting the handling of students work include the submitting of work online for marking.</li> <li>• Used wipes will be placed in bins which will be emptied and sanitised frequently throughout the day by the cleaning staff.</li> <li>• A team of cleaners will be allocated an area of the college and clean between lesson changeover, focussing on high traffic areas or where different bubbles are using the same locations.</li> <li>• Cleaners will be reminded of the protocols in place.</li> <li>• Spot checks of areas will be carried out by the Operations Manager.</li> <li>• The site team will ensure that adequate supplies of cleaning materials are stored.</li> <li>• Water fountains will remain out of operation until further notice. Water can be purchased from the catering department or students and staff can bring their own. Tap water is also safe to drink.</li> <li>• Wipes will be placed at each photocopier and posters displayed to remind about cleaning before and after use.</li> <li>• Showers will be out of operation.</li> <li>• Staff can leave limited belongings in changing rooms but must ensure that they are kept away from other people’s belongings as to not cause cross contamination.</li> </ul>					
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		<ul style="list-style-type: none"> <li>• Re-vaive machines will be out of operation until further notice. Payments for food can be made via ParentPay.</li> </ul>					
<b>Measure 5.</b>							
<p><b>Minimise contact between individuals and maintain social distancing wherever possible.</b></p>	<p>Staff, students, and visitors.</p>	<ul style="list-style-type: none"> <li>• Students will be split into two bubbles. These will consist of 12/13 students.</li> <li>• Bubbles will not mix or come into close contact with one another.</li> <li>• When one bubble is in college the other bubble will carry out remote learning.</li> <li>• There will be four entrances and four exits – these will be staffed at busy times.</li> <li>• Extra security will be on duty to ensure that only students attend the college. They will also ensure social distancing is maintained, face masks or face coverings are worn, and students sanitise their hands when entering/exiting the college.</li> <li>• Face masks and face coverings will be compulsory when on corridors and using communal areas. Staff and students must use sealed plastic bags to store when not in use. Guidance on how to apply, remove, store, and dispose of will be issued to staff and students. Posters and other marketing materials will be available throughout the college.</li> <li>• Face visors can be used by teaching staff if they wish in lesson. These can be purchased at reception.</li> <li>• Hand sanitiser at all entrance/exit points.</li> <li>• A one-way system is in operation. The central stairs will be used for moving up in the building and north and south stairs will be used to descend. Corridors will be divided by tape to ensure a one-way system is maintained. The system will be made clear to all.</li> <li>• There will be a staggered start and finish time.</li> <li>• There will be a staggered break and lunch time.</li> <li>• Additional security staff on entrance/exit to prevent overcrowding at the entrances/exits and outside the college gates.</li> </ul>					

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		<ul style="list-style-type: none"> <li>• Sufficient staff on duty to monitor safe arrival and departure of students, including supporting those with anxieties.</li> <li>• Staff on duty at busy periods of the day.</li> <li>• Main toilet doors will be closed to ensure privacy; posters will advise of the importance not to overcrowd. Students will wait until entering if toilets are at maximum capacity.</li> <li>• The college will avoid large gatherings on site, e.g.: assemblies, staff briefings etc.</li> <li>• Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who require it.</li> <li>• Students will be reminded to bring necessary equipment to lesson.</li> <li>• Senior leaders will review provisions in place for the delivery of lessons (content of the curriculum) and advise accordingly following government advice.</li> <li>• Corridor doors will be left open for easy access and to maintain good ventilation.</li> <li>• Distance markers will be in place in areas where queues may form.</li> <li>• Layout of classrooms and offices will be adapted, and furniture organised to increase distance between staff and students and between staff and other staff. All rooms will be socially distanced as much as possible. A poster will be displayed on each door to state the maximum capacity allowed in the room/area.</li> <li>• Class sizes will be no more than 15 in standard classrooms.</li> <li>• Seats will be positioned facing the front of the room where possible.</li> <li>• Lifts will only allow 1 member of staff or students at any one time. PPE will be available in this area and posters informing of this measure will be in place.</li> <li>• Sneeze visors will be positioned on the catering counters.</li> <li>• Glass portioning will be closed on reception and student admin.</li> </ul>					
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		<ul style="list-style-type: none"> <li>• Staff to ensure social distancing remains in kitchens, social rooms, offices etc.</li> <li>• Staff to ensure that appropriate sanitising guidelines are followed in social areas such as kitchens, staffroom, especially if sharing personal items such as coffee, tea, and milk etc. Posters will be in place to remind all.</li> <li>• Individual risk assessment has been completed for the catering services.</li> <li>• Outside space used by students and staff for recreational purposes.</li> <li>• Marquee expectations will be displayed to ensure students are aware of what is expected of them when using this space. Tables and chairs will be inside the marquee and should not be moved. Security will monitor this throughout the day.</li> <li>• Classroom procedures will be displayed in all rooms to ensure students are aware of what is expected of them.</li> <li>• Staff to set good example always.</li> <li>• Trips and visits will be assessed on an individual basis by Core SLT (Senior Leadership Team) – no mixing of bubbles where possible if social distancing cannot be achieved or attending places that do not adhere to the 9 essential controls.</li> <li>• Only essential visitors will be allowed on site, all must adhere to the protocols of the college and not attend if feeling unwell. They must sign in and leave their full details for Test and Trace purposes.</li> <li>• Deliveries will be kept to a minimum and be delivered via the estates entrance.</li> <li>• Groups within the college such as student council may meet with the approval of Core SLT but must either remain in their bubble or ensure social distancing is maintained and the 9 essential controls are followed.</li> <li>• Carparking will be away from the marquee to ensure that students and staff are safe whilst in this area.</li> <li>• The perimeter of the building will always be made safe where building work is taking place.</li> </ul>					
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**Measure 6.**

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<p><b>Where necessary, wear appropriate personal protective equipment (PPE).</b></p>	<p>Staff, students, and visitors.</p>	<ul style="list-style-type: none"> <li>• The wearing of face masks or face coverings will be compulsory for all staff and students when in corridors and communal areas. (Unless they have a medical condition and an individual risk assessment is in place).</li> <li>• Staff are permitted to wear face visors if they wish in teaching spaces.</li> <li>• The college will maintain stocks of PPE and deploy them around the college.</li> <li>• PPE will be worn by cleaning staff. PPE should be discarded at the end of the shift in designated PPE bin.</li> <li>• Site team to dispose of rubbish in accordance with government guidelines.</li> <li>• First aid supplies will be replenished regularly, and high stocks of supplies maintained.</li> <li>• PPE will be worn by first aiders.</li> <li>• First aiders should follow the colleges established practices. First aiders aware of protocols in place. Additional staff have been trained in first aid and fully aware of dealing with a patient presenting COVID symptoms.</li> <li>• Catering staff should wear disposable gloves, apron, and masks. PPE should be discarded at the end of the shift in designated PPE bin. Separate risk assessment in place for the catering department.</li> <li>• Staff are permitted to wear face visors if they wish in teaching spaces.</li> </ul>					
<p><b>Measure 7, 8, 9</b></p>							
<p><b>Engage with NHS Test and Trace process.</b></p>	<p>Staff, students, and visitors.</p>	<ul style="list-style-type: none"> <li>• Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the college of the result. The college will share advice on and promote engagement with “test and trace” with all staff, students, visitors, and parents.</li> </ul>					
<p><b>Manage confirmed cases of coronavirus (COVID 19) amongst the college community.</b></p>	<p>Staff, students, and visitors.</p>	<ul style="list-style-type: none"> <li>• The college has testing kits and will use accordingly following government guidance.</li> </ul>					

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<p><b>Contain any outbreak by following local health protection team advice.</b></p>	<p>Staff, students, and visitors.</p>	<ul style="list-style-type: none"> <li>• The college will contact the local protection team to inform them if anyone at the college tests positive. This team will also contact college directly if they become aware that someone who has tested positive for coronavirus attended the college – as identified by the NHS Track and Trace.</li> <li>• The health protection team will carry out a rapid risk assessment and confirm the next steps.</li> <li>• Following advice from PHE, the college will send home those people who have been in close contact (direct contacts, proximity contacts with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> <li>• If any of these individuals develop symptoms, they will be eligible for testing.</li> <li>• If positive, they should isolate for 10 days from the onset of their symptom's.</li> <li>• If negative, they should complete full 14-day isolation period.</li> <li>• The college will keep a record of staff and students in each bubble, plus anyone who has had close contact.</li> <li>• A register will be taken of any visitors/contractors attending the site.</li> <li>• PHE will provide a suite of letters to use in various circumstances. The college will make use of these to ensure that effective advice is disseminated to students, staff, visitors, and parents when relevant.</li> <li>• A template letter will be used by the college, on the advice of the health protection team, to send to parents and staff if needed. The college will not share the names or details of people with coronavirus unless essential to protect others.</li> <li>• The local protection team will liaise with the college if more extensive closure is required due to a suspected outbreak.</li> <li>• The college will keep the Trust updated.</li> </ul>					
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### Risk Matrix

		SEVERITY OF THE HAZARD (How bad it could be)		LIKELIHOOD OF HARM (The chance it may occur)		SEVERITY				
						1	2	3	4	5
<b>LIKELIHOOD</b>	<b>5</b>	Fatality	<b>5</b>	Almost certain	1	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>4</b>	Major injury, resulting in disability	<b>4</b>	Probable	2	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>3</b>	Injury requires doctor's or hospital attendance	<b>3</b>	Possible	3	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	Minor injury, 1 <sup>st</sup> aid required	<b>2</b>	Possible (under unfortunate circumstances)	4	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>1</b>	Minor Injury, no 1 <sup>st</sup> aid required	<b>1</b>	Rare	5	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
<b>Likelihood (L) x Severity (S) = RISK RATING</b>										
Review – 14 <sup>th</sup> September 2020		Review – 21 <sup>st</sup> September 2020		Review – 28 <sup>th</sup> September 2020		Review – 5 <sup>th</sup> October 2020		Review – 12 <sup>th</sup> October 2020		



EDUCATION PARTNERSHIP

## Risk Assessment Form – COVID 19

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